



DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

| | | | |
|---|--|---|--------------------------------------|
| SUBJECT: NEPOTISM | POLICY NO. 600.6 | EFFECTIVE DATE 10/1/89 | PAGE 1 of 1 |
| APPROVED BY: original signed by: ROBERTO QUIROZ Director | SUPERSEDES 701.06 4/2/79 | ORIGINAL ISSUE DATE 4/2/79 | DISTRIBUTION LEVEL(S) 1 |

PURPOSE

- 1.1 To provide guidelines regarding the Department of Mental Health (DMH) policy on nepotism.

POLICY

- 2.1 At the time a person is applying for a position within the DMH, the person must identify any person who is a close relative employed in the DMH.
- 2.2 If a superior/subordinate relationship exists between close relatives, the Deputy Director, or designee, shall require one of the individuals to transfer to a similar item in a different organizational unit of the DMH.
- 2.3 If, at any time, a situation exists where close relatives are employed within the same organizational unit or are supervised by the same individual, the Deputy Director, or designee, may require one of the individuals to transfer to a similar item in a different organizational unit of the DMH.
- 2.4 Nepotism is defined as a situation wherein there is a potential for the use of one's position for personal or economic gain for an employee or a close relative.
- 2.4.1 Close relative is defined as mother, father, stepmother, stepfather, father-in-law, mother-in-law, brother, sister, husband, wife, child, or stepchild.
- 2.4.2 Organizational unit will be determined by responsible authority.

AUTHORITY

Department of Mental Health Policy